

INSTRUCTIONS FOR SUBMITTING COMPLETED APPLICATION PACKETS

All application packets must be submitted to the AZDA electronically on-line using the following process:

- Step 1 - Download the Application Packet files.
- Step 2 - Complete the Application Packet files.
- Step 3 - Submit the Application Packet files.

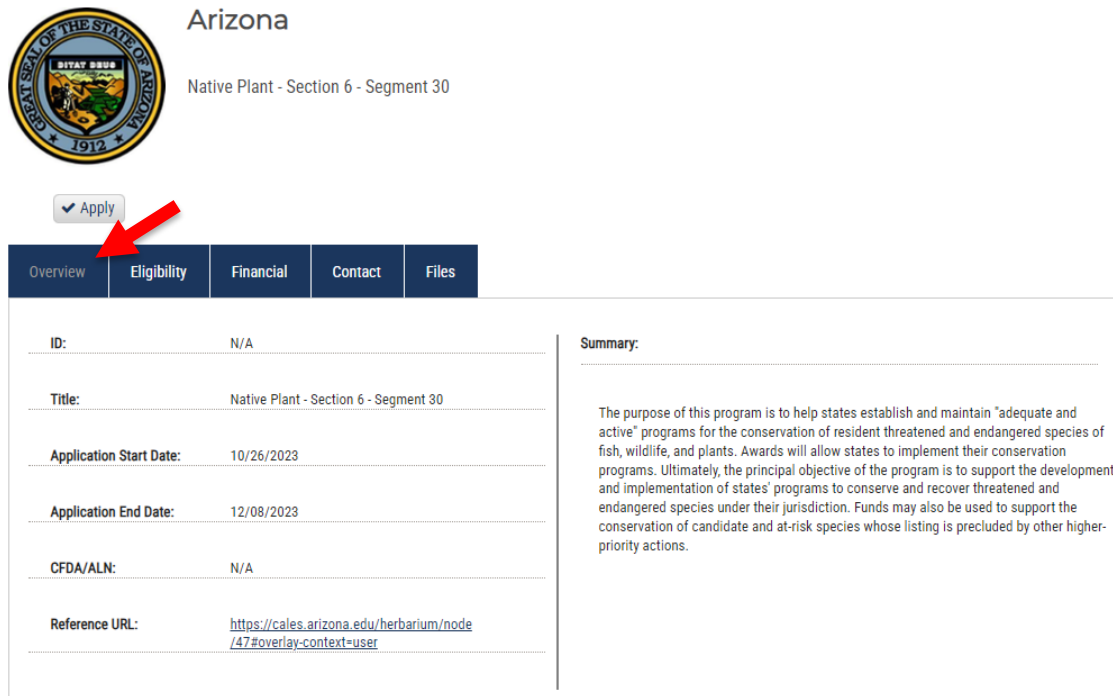
To complete the steps above, your computer system must have the following:

- Internet access
- Microsoft Word
- Adobe Acrobat Reader

If you have technical difficulties during this process, please contact us during regular business hours. See Section II.F.

1. Access the Section 6 private solicitation web page at: <https://tinyurl.com/Section-6-Segment-30>

Click on and review the Overview, Eligibility, Financial, Contact and Files tabs:



Arizona
Native Plant - Section 6 - Segment 30

Apply

Overview	Eligibility	Financial	Contact	Files
ID:	N/A			
Title:	Native Plant - Section 6 - Segment 30			
Application Start Date:	10/26/2023			
Application End Date:	12/08/2023			
CFDA/ALN:	N/A			
Reference URL:	https://cales.arizona.edu/herbarium/node/47#overlay-context=user			
Summary:				
		<p>The purpose of this program is to help states establish and maintain "adequate and active" programs for the conservation of resident threatened and endangered species of fish, wildlife, and plants. Awards will allow states to implement their conservation programs. Ultimately, the principal objective of the program is to support the development and implementation of states' programs to conserve and recover threatened and endangered species under their jurisdiction. Funds may also be used to support the conservation of candidate and at-risk species whose listing is precluded by other higher-priority actions.</p>		



Arizona

Native Plant - Section 6 - Segment 30

Apply

Overview	Eligibility	Financial	Contact	Files
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Eligible Applicants:

- Local Government
- Academic Institutions
- Consortia
- Native American Tribe
- Non Profits
- Private Sector
- Schools/School Districts
- State Government

Eligibility Notes:

Eligible applicants are indicated on the left.



Arizona

Native Plant - Section 6 - Segment 30

Apply

Overview	Eligibility	Financial	Contact	Files
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Award Amount: N/A (min) N/A (max)

Number of Awards: N/A

Average Award Size: N/A


Matching Required: Yes

Matching Type: Cash/In-Kind


Financial Notes:

Approximately 100,000.00 is available for funding.


Matching costs should be identified, and should be at least 40% to 50% of the requested funds. For example, if you are requesting \$10,000, you will need to provide at least \$4,000 costs towards the project. Matching costs can be in any category of expenditures, e.g., personnel, travel, supplies, or equipment. Federal funds may not be used to supply the match. Match must be at federal rates, if applicable (e.g., per diem, mileage), and a job classification must be indicated if salary is to be used as match.




Arizona
Native Plant - Section 6 - Segment 30



Overview	Eligibility	Financial	Contact	Files
Agency/Department: AHA - Agricultural Consultation and Training		Contact/Help: aestes@azda.gov		Contact Notes: Ashley Estes Grant Program Coordinator Arizona Department of Agriculture 602-542-0972 aestes@azda.gov
Office: N/A		Program Contact: Ashley Estes Grant Program Coordinator Arizona Department of Agriculture 602-542-0972 aestes@azda.gov		
Application Address: Applications must be submitted online.				



Arizona
Native Plant - Section 6 - Segment 30





Overview	Eligibility	Financial	Contact	Files
ID: N/A		Title: Native Plant - Section 6 - Segment 30		Summary: The purpose of this program is to help states establish and maintain "adequate and active" programs for the conservation of resident threatened and endangered species of fish, wildlife, and plants. Awards will allow states to implement their conservation programs. Ultimately, the principal objective of the program is to support the development and implementation of states' programs to conserve and recover threatened and endangered species under their jurisdiction. Funds may also be used to support the conservation of candidate and at-risk species whose listing is precluded by other higher-priority actions.
Application Start Date: 10/27/2023		Application End Date: 12/08/2023		
CFDA/ALN: N/A		Reference URL: https://cales.arizona.edu/herbarium/node/47#overlay-context=user		

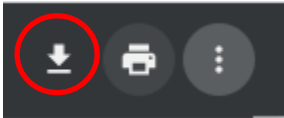
At the Files tab, download and save each of the files to your computer:

<http://agriculture.az.gov>

Note: These are general instructions based on the use of Windows 10 Pro as the operating system and Google Chrome as the browser. The use of a different operating system and/or a browser other than Google Chrome, i.e. Internet Explorer, Safari or Firefox may vary the process of saving or downloading files to your computer.

Download and save the  PDF files and the  Word file using the following steps:

- a. Click on the file link to open the file.
- b. Click on the download icon in the upper right menu bar.



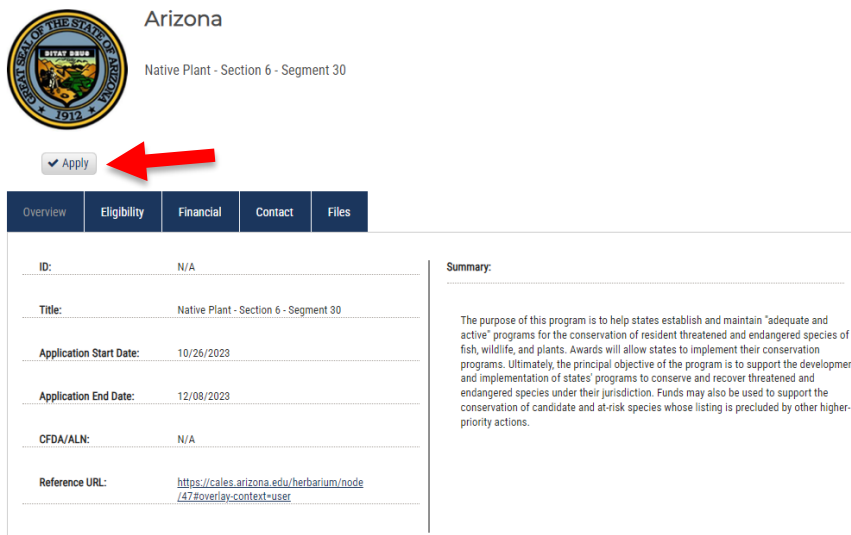
- c. **Name the file(s) and save them to a location on your computer that you can access later.**

2. Prepare the application packet files off-line:

- a. **Project Proposal** - Must be completed in Microsoft Word Section 6 Application Template.
- b. **Two Page CV** - A 2-page CV for the principal investigator.
- c. **IPaC Resource List** - A polygon must be created for the area of the proposed study using the IPaC (<https://ecos.fws.gov/ipac/>) website.

3. When the application packet files are complete, use the following steps to submit the application packet on-line:

- a. **If you are submitting more than one application packet, follow the steps below for each application packet.**
- b. Return to the Section 6 – Native Plant – Segment 30 solicitation web page at: <https://tinyurl.com/Section-6-Segment-30>
- c. Click on the “Apply” button.



Arizona
Native Plant - Section 6 - Segment 30

Overview	Eligibility	Financial	Contact	Files
ID:	N/A	Summary:		
Title:	Native Plant - Section 6 - Segment 30	<p>The purpose of this program is to help states establish and maintain "adequate and active" programs for the conservation of resident threatened and endangered species of fish, wildlife, and plants. Awards will allow states to implement their conservation programs. Ultimately, the principal objective of the program is to support the development and implementation of states' programs to conserve and recover threatened and endangered species under their jurisdiction. Funds may also be used to support the conservation of candidate and at-risk species whose listing is precluded by other higher-priority actions.</p>		
Application Start Date:	10/26/2023			
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CFDA/ALN:	N/A			
Reference URL:	https://cales.arizona.edu/herbarium/node/47#overlay-context=user			

- d. Either login to the eCivis Portal with an existing account and **skip to Step m.** or click on the “Create an account” button.

Welcome to the Portal

This service provided by eCivis makes it possible for interested parties to save, collaborate, and apply for solicitations. Login, or create a free account to start.

Login

Password
(Minimum 8 chars, alphanumeric with symbol(s))

Portal Login or eCivis® Login

Do not have an account?

Create an account

eCivis Grants Network user?
Use your existing login above and the eCivis Login button.

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- e. Enter the appropriate information for a new account signup. Note: The “Passphrase” (password) must rate as “strong” or “perfect” or the system will not allow a “Signup”.

New Account Signup

Welcome to the grant application portal. This free service provided by eCivis allows grant seeking applicants the ability to save, collaborate

First Name

Last Name

Email Address

Passphrase

Weak

Sign Up

Back to Login

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- f. You will receive a message to confirm your e-mail address via an e-mail message sent to you.

Welcome to the Portal

This service provided by eCivis makes it possible for applicants to save, collaborate, and apply to solicitations.

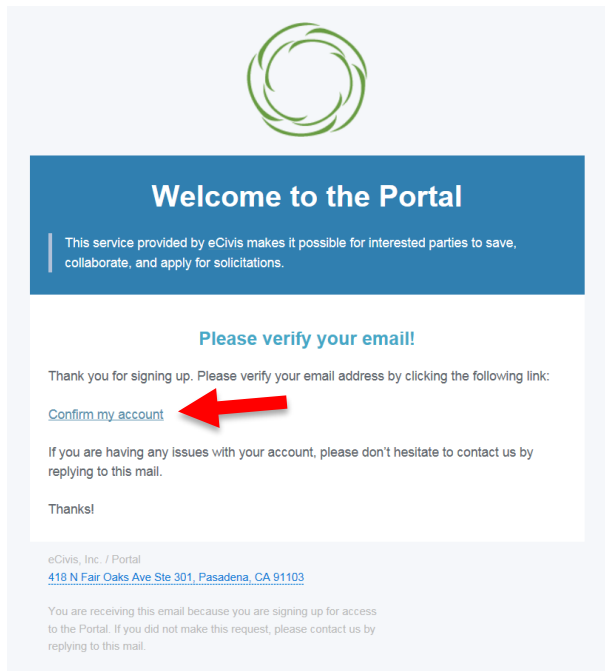
Congratulations, you have successfully created your account!

Check your email for a verification link to confirm your account and continue applying for the grant you were viewing. If you do not receive an email within an hour please contact support@ecivis.com.

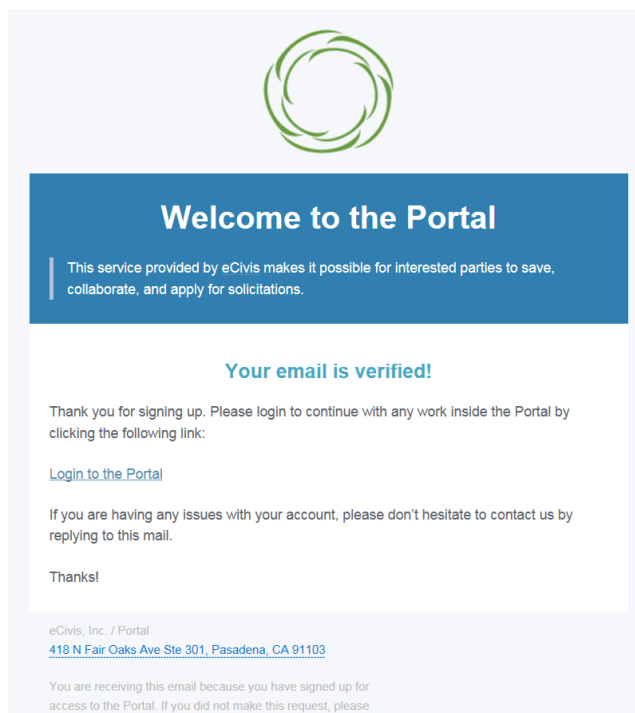
Back to Login

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- g. Confirm your account by clicking on the link provided in your e-mail message.



- h. You will receive a second e-mail message confirmation that your e-mail is verified. You can login to the Portal from here or return to the Portal login screen in your browser.



- i. Login to the Portal with your login and password.

Welcome to the Portal

This service provided by eCivis makes it possible for interested parties to save, collaborate, and apply for solicitations. Login, or create a free account to start.

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- j. Click on the “Create New Application” button. It may be necessary to repeat the sign-in process by logging in again. Otherwise **skip to Step m.**

Arizona
AHA - Agricultural Consultation and Training
Native Plant - Section 6 - Segment 30

My Applications

Create New Application

Show 10 entries

Grant Application	Create Date
No applications have been saved or sub	

Sign In/Sign Up Instructions

For New Users:

By clicking **Sign Up**, you will be prompted to enter your email address and create a password. Once you have chosen your password, your account will be created and you will gain access to the portal.

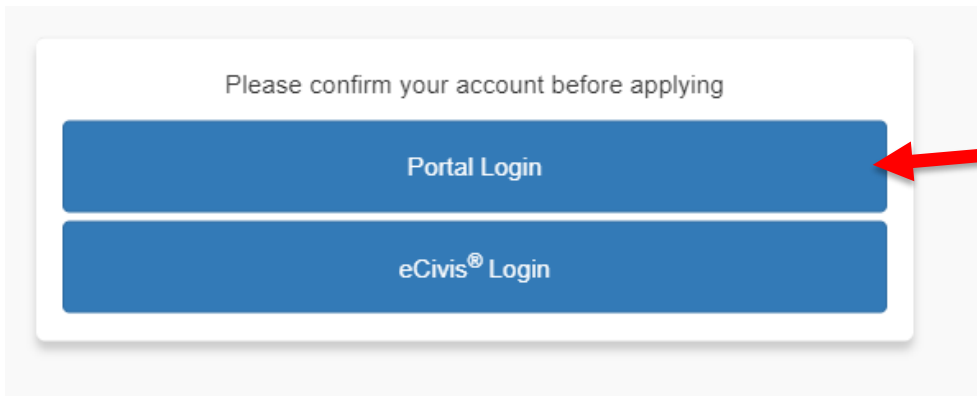
For Returning Users:

Sign into the portal using the email address and the password you created when you originally signed up for the portal. If you have forgotten your password, click "**Forgot your password?**" and follow the prompts to reset your password.

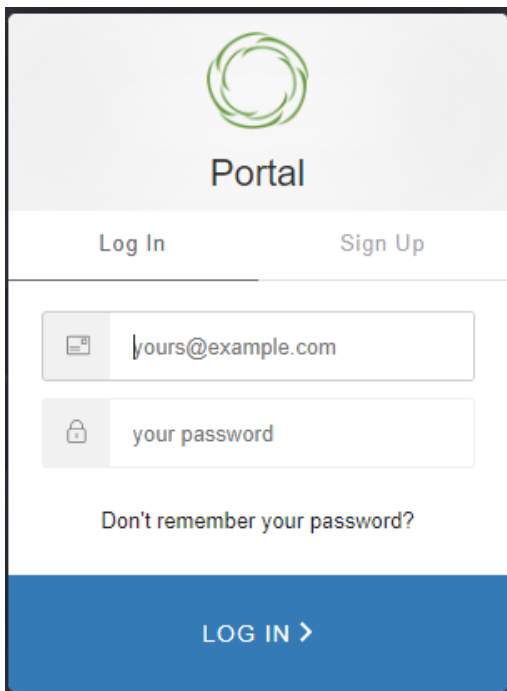
Sign In

Log in with your credentials again to access your application's account

- k. Always log-in using the "Portal Login" button.



- l. Login into the Portal with your e-mail and password.



The Portal login page features a green circular logo at the top center. Below the logo is the word "Portal". Underneath are two tabs: "Log In" (selected) and "Sign Up". The login form includes an email input field with the placeholder "yours@example.com" and a password input field with the placeholder "your password". Below the password field is a link that says "Don't remember your password?". At the bottom of the form is a large blue button with the text "LOG IN >".

- m. Click on the "Open" button to update your profile information if action is required.

Please click the "Open" button to begin. You can save and return to this page to edit your Profile until completed. You can view your Profile by clicking "Edit". You cannot move forward until you have completed your Profile.



A white horizontal bar with a light gray border. On the left, it says "Profile". In the center, there is a red-bordered box containing the text "Action Required". On the right, there is a blue button with the text "Open" and a red arrow pointing to it from the right.

- n. Enter the appropriate information on the “Applicant Information” page and **click on “Create Profile” or “Save Draft” at the bottom of the page.**

The screenshot shows the top header of the application system with the Arizona Department of Agriculture logo and text: "Arizona AHA - Agricultural Consultation and Training Native Plant - Section 6 - Segment 30". Below this is a contact email "aestes@azda.gov" and two buttons: "Create New Application" and "Back to Solicitation". The main content area is titled "Application Submissions" and contains a "Profile" section with a dropdown arrow and two buttons: "Save Draft" and "Create Profile". The "Applicant Information" form is displayed below, with the instruction "Tell us about you." and three input fields: "First name *" (containing "Ashley"), "Last name *" (containing "Estes"), and "Email *".

- o. Confirm that the “Profile” step is checked as “Complete”.

The screenshot shows a horizontal status bar for the "Profile" step. On the left is the label "Profile". In the center, the word "Complete" is displayed in green text, with a red arrow pointing to it from the right. On the right side of the bar is an "Edit" button.

- p. To start the application, click in the blue bar titled, “Application Process”.

The screenshot shows the "Application Submissions" page with a message: "Now that you have created your profile, you can begin the submission process. Click the submission card below to get started. At any point in the process, you can return to the homepage to view the status of your submission and actions required." Below the message is a list of status bar indicators: "Status bar is blue, there is an action required. Click on the Card to complete.", "Status bar is red, there is an error. Please reach out to the Administrator of this program.", and "Status bar is gray, your submission is under review or completed and no action is needed." A submission card is shown with the title "Untitled" and the text "Created on 10/27/2023". At the bottom of the card is a blue bar with the text "Application Process", which has a red arrow pointing to it from the right.

q. Click on the "Open" button to enter the application information.

When you have completed the application, it will no longer state "Action Required," but "Complete." The "Submit" button will turn green, which indicates that you can now submit.

Application Process There are 42 days remaining to submit this. Submit

Below you will find a section for each step that needs to be completed for this for you to submit your information. If action is required, click "Open" to complete the section. **IMPORTANT:** Once you have completed all required items for this step, be sure to click "Submit". Before submitting, you will be able to edit any section. Once you've submitted, you will be unable to make any changes.

Applications Action Required Open

Click "Open" to complete the next step.

- If you have saved or completed this step, you can click "Edit" to make changes before submitting.
- Once you have submitted, you will be able to view but not make changes.

r. Enter all "required" information indicated with an asterisk. **Please see instructions for each section.**

Applications

Save Draft Mark Complete Close

When you are ready to submit this step, please click the blue "Save" button at the bottom of the page.

- You can save this form as a draft at any time by clicking "Save Draft" at the bottom of the page.
- When you have completed all required items, please click the "Mark Complete" button at the bottom of the page.

NOTE: When you have completed all required steps, be sure to click "Submit" on the next page.

1. Application/Project Title *

2. Org Name *

3. Program/Project Congressional District (check all that apply) *

Application Submissions

All Submissions

5. Scope of Work *

See attached project profile

Please enter, "See attached project profile".

6. Project Timeline *

See attached project profile

Please enter, "See attached project profile".

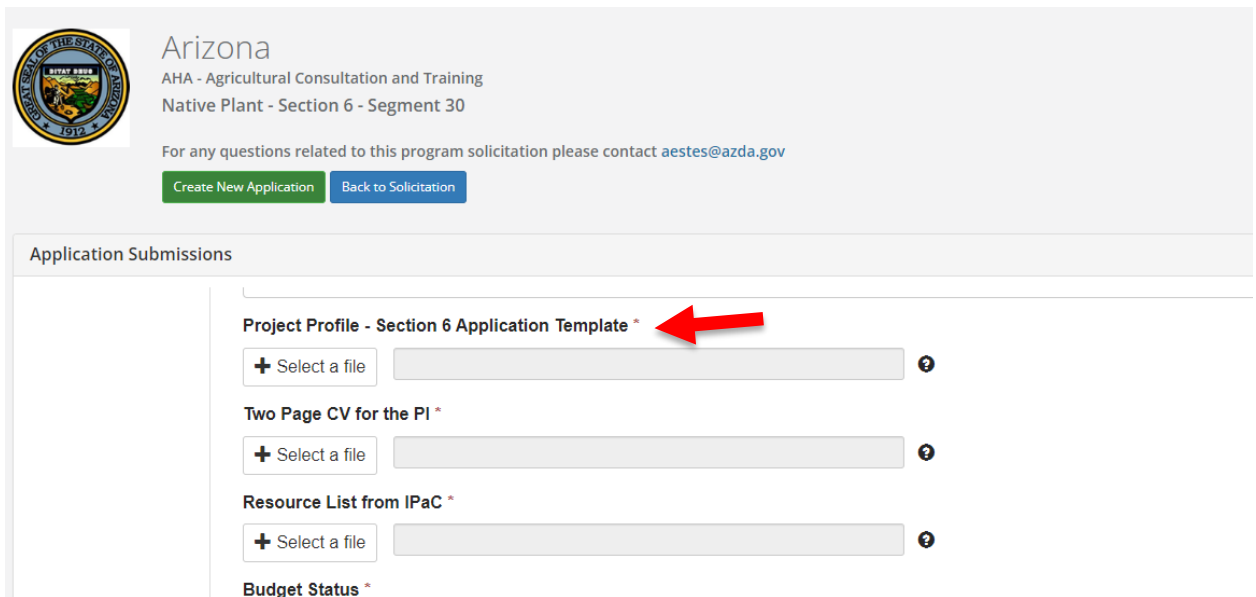
7. Collaborative Elements and Partners *

See attached project profile

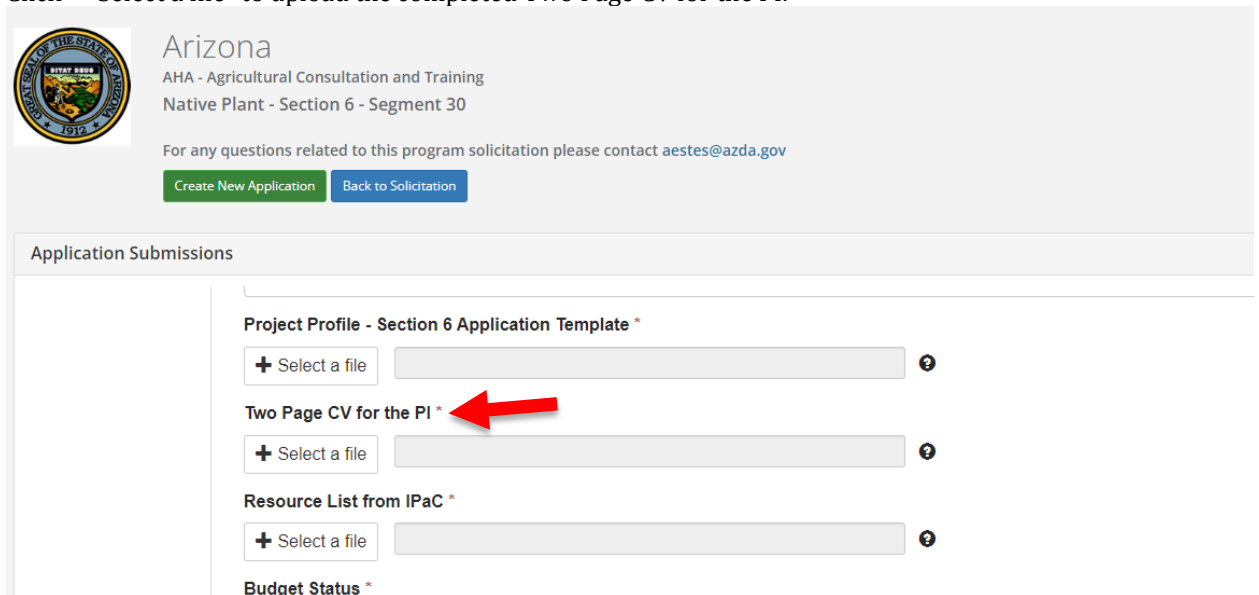
- s. Click on “Save Draft” to return to the application at a later time.



- t. Click “+ Select a file” to upload the completed Project Profile – Section 6 Application Template.



- u. Click “+ Select a file” to upload the completed Two Page CV for the PI.



- v. Click “+ Select a file” to upload the completed Resource List from IPaC. **You will only be able to upload a PDF document.**

- w. Indicate the Budget Status as “I have completed the Budget Worksheet” **even though you will not complete the worksheet.**

x.

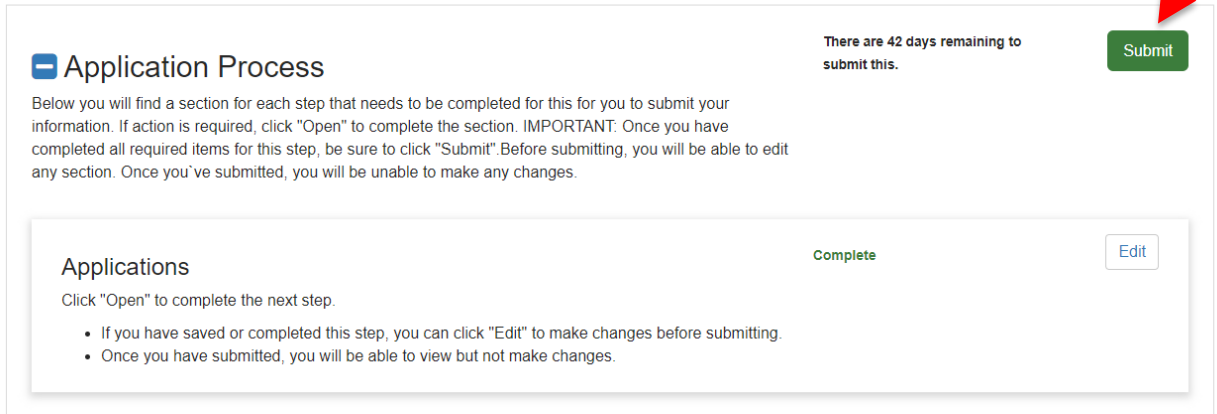
- y. When all required fields are completed, click on “Mark Complete”.

- z. Confirm that the Application is checked “Complete”.

When you have completed the application, it will no longer state “Action Required,” but “Complete.” The “Submit” button will turn green, which indicates that you can now submit.

- aa. Click on "Submit". **The Application must be submitted prior to 11:59:59 p.m. (MST) on December 8, 2023.**

When you have completed the application, it will no longer state "Action Required," but "Complete." The "Submit" button will turn green, which indicates that you can now submit.



Application Process There are 42 days remaining to submit this. [Submit](#)

Below you will find a section for each step that needs to be completed for this for you to submit your information. If action is required, click "Open" to complete the section. **IMPORTANT:** Once you have completed all required items for this step, be sure to click "Submit". Before submitting, you will be able to edit any section. Once you've submitted, you will be unable to make any changes.

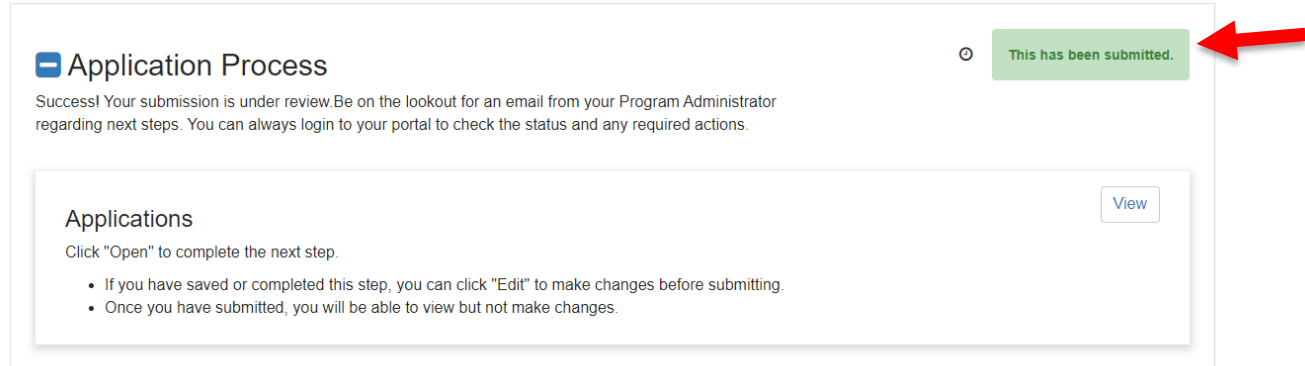
Applications Complete [Edit](#)

Click "Open" to complete the next step.

- If you have saved or completed this step, you can click "Edit" to make changes before submitting.
- Once you have submitted, you will be able to view but not make changes.

- bb. Confirm that the application was successfully submitted. You will also receive an e-mail confirmation. If you DO NOT receive an e-mail confirmation please contact Ashley Estes, aestes@azda.gov or 602-542-0972.

When you have completed the application, it will no longer state "Action Required," but "Complete." The "Submit" button will turn green, which indicates that you can now submit.



Application Process ⊙ This has been submitted. [View](#)

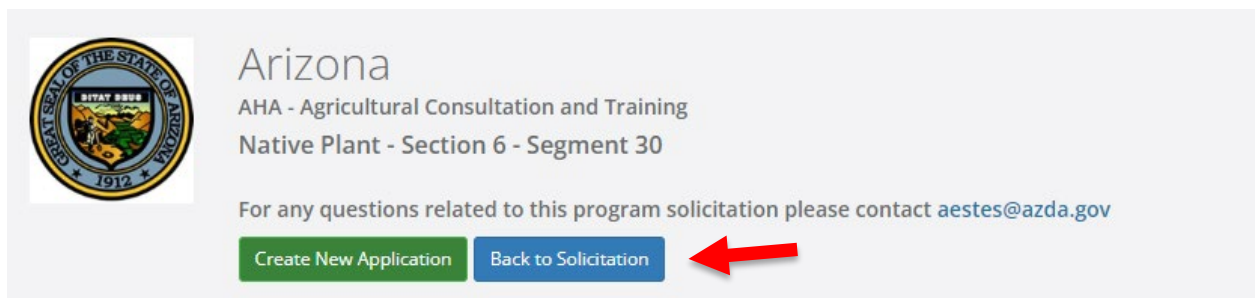
Success! Your submission is under review. Be on the lookout for an email from your Program Administrator regarding next steps. You can always login to your portal to check the status and any required actions.


Applications [View](#)

Click "Open" to complete the next step.

- If you have saved or completed this step, you can click "Edit" to make changes before submitting.
- Once you have submitted, you will be able to view but not make changes.

Use the "Back to Solicitation" button to view the status of applications.

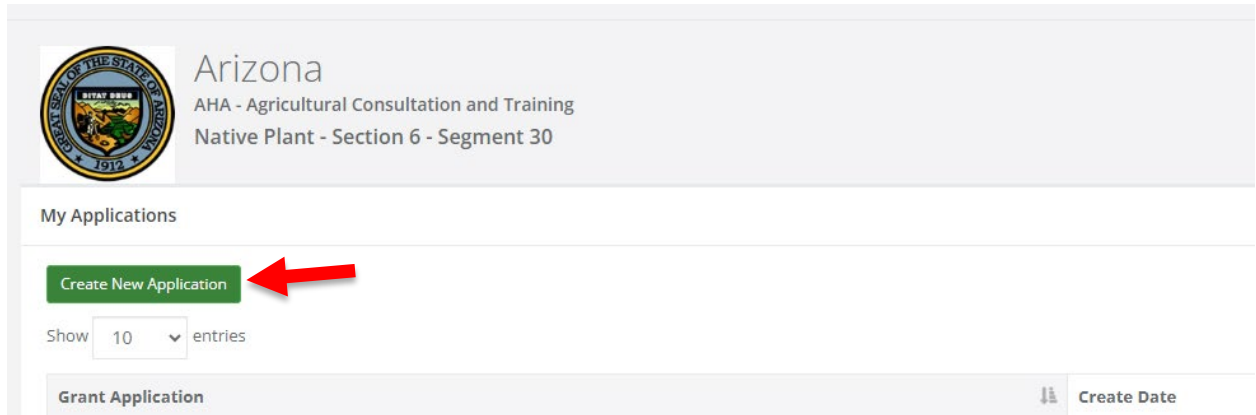


 **Arizona**
 AHA - Agricultural Consultation and Training
 Native Plant - Section 6 - Segment 30

For any questions related to this program solicitation please contact aestes@azda.gov

[Create New Application](#) [Back to Solicitation](#)

- cc. To complete another application click the “Create New Application” button and follow steps p. through z.



Arizona
AHA - Agricultural Consultation and Training
Native Plant - Section 6 - Segment 30

My Applications

Create New Application

Show 10 entries

Grant Application Create Date

Remember, AZDA’s Agricultural Consultation and Training Program (ACT) must receive completed applications no later than **11:59:59 p.m. (MST) on Friday, December 8th**.

Applications submitted by the March 8th deadline will be publicly opened, read and recorded beginning at 8:00 a.m. on March 11th at 1110 W. Washington, Phoenix, Arizona.